

DD/A  
KE

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Ethics Training

FROM:

Allen R. Elkins  
Director of Finance  
1212 Key Bldg.

EXTENSION

NO.

DATE

8 JAN 1986

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

cc: D/OTE

DD/A REGISTRY

FILE: 18-3

1. EO/DDA  
7D18 Hqs.

2.

3.

ADDA

4.

5.

DDA

6.

7.

8.

9.

DDA REG.

10.

11.

12.

13.


14.

15.

~~CONFIDENTIAL~~

3 January 1986  
ADPP 248-85

MEMORANDUM FOR:

  
Executive Officer to the DDA

25X1

FROM:

Allen R. Elkins  
Director of Finance

SUBJECT:


Ethics Training

REFERENCE:

Memorandum from Office of Government Ethics, dated 16 Dec 85

1. The Office of Finance has an interest in discussing the training program with the Office of Government Ethics. We have an excellent in-house training program for Certifying Officers which focuses on the need for ethical standards and integrity in the decision process. We would welcome, if worthwhile, a presentation by a member of the Office of Government Ethics as a part of our Certifying Officer training course.

2. The Agency is lacking a training program for Approving Officers, we would like to take this opportunity to recommend that an ethics training program for approving officers be considered. Individuals with this authority are frequently required to make complex decisions involving ethics rules and regulations with no prior training or guidance.

  
Allen R. Elkins

25X1

~~CONFIDENTIAL~~

  
25X1